



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

March 17, 2009

John Wohlfiel, Director-Global Human Resources  
Fluidmaster Inc.  
30800 Rancho Viejo Road  
San Juan Capistrano, CA 92675

Dear Mr. Wohlfiel:

**RE: FINAL MONITORING VISIT REPORT for Fluidmaster Inc. – ET07-0296**

<b>Date of the Visit:</b>	N/A
<b>Beginning/Ending Time of Visit:</b>	N/A
<b>Date of Last Visit:</b>	5/06/08
<b>Visit Location:</b>	N/A
<b>Persons in attendance:</b>	N/A
<b>Action Required:</b>	No

## CONTRACT INFORMATION

<b>Term of Agreement:</b>	3/05/07 – 3/04/09	<b>Agreement Amount:</b>	\$49,680
<b>Training Start Date:</b>	3/08/07	<b>No. to Retain:</b>	115
<b>Date Training must be Completed:</b>	12/04/08	<b>Range of Hours:</b>	24 – 80
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	24

*ACTION ITEMS REMAINING  
FROM THE PRIOR VISIT:*

**None**

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[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (05/16/2007)

The ETP Analyst made several attempts between Jan – March 2009 to schedule a Final Monitoring Visit with you via telephone, however, she never received a response regarding scheduling the visit. Therefore, this report contains no statements from the Contractor, Fluidmaster, on the status of this training project, benefits of training or why the Contractor was unable to complete all training as specified in the Agreement. See prior Monitoring Reports for the status of training at that time.

### **FINAL REPORT SUMMARY**

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 6/01/07. Training commenced on 3/08/07. The ETP class/lab tracking system reflects that the last day of recorded training under this Agreement was 3/12/08, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – 3/04/09.

There were no Modifications or Amendments processed during the term of this Agreement.

The Analyst noted that the ETP Contract Representative changed twice during the term of this Agreement.

### **PROJECT STATUS**

***The following statistics were reflected in the prior Monitoring Visit report dated 6/09/08. ETP on-line reports reflect no changes or updates since that date.***

Trainees Started Training:	75
Enrolled:	222
Dropped Following Enrollment:	8
Completed Minimum Hours:	11
Completed All Training:	*0
Completed Retention:	*0

According to the ETP class/lab tracking system, the 11 retrainees referenced above have completed from 24 to 50 hours of class/lab training for a grand total of 368 hours of training. This equates to a potential reimbursement of \$6,624, assuming that all Agreement performance requirements are met. This amount is approximately 13 percent of the Agreement amount. To date, Fluidmaster has not requested any progress or final reimbursement payments.

**\*As specified in the Agreement and prior Monitoring Reports, the 11 trainees shown above who completed the minimum number of training hours, must have also completed a 90-day post training retention period by 3/04/09, while employed full time (35 hours or more a week) earning at least \$13.51 per hour by the end of the retention period.**

### **CLOSEOUT INVOICE**

You are advised that if Fluidmaster decides to invoice ETP for the aforementioned trainees, the closeout invoice is due to the ETP Fiscal Unit in Sacramento no later than 30 days after the end term date of the Agreement or 4/04/09. Feel free to contact the help Desk in Sacramento at 916-327-5379 or at [help@etp.ca.gov](mailto:help@etp.ca.gov) for assistance in completing the closeout invoice.

### **CLASS/LAB ATTENDANCE ROSTERS**

Prior Monitoring Visit reports reflect that the Analyst has reviewed 100 percent of all class/lab training rosters for the period 3/08/07 – 3/12/08, during prior Monitoring Visits.

### **AUDIT**

General Atomics will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

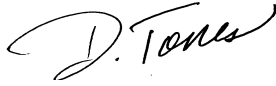
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Ms. Campion at 619-686-1917, or at [kcampion@etp.ca.gov](mailto:kcampion@etp.ca.gov), within ten (10) working days from the receipt date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres".

Diana Torres, Manager  
San Diego Regional Office

A handwritten signature in black ink, appearing to read "Krista Campion".

Krista Campion, Contract Analyst  
San Diego Regional Office

cc: Master File  
Project File